

## **Inpatient Unit Referral Guidance**

### **Who can be referred:**

Admission will be considered for any patient with **complex** or **specialist palliative care** needs due to advanced, progressive, life limiting disease (Cancer or Non-Cancer). The patient should be registered with a Coventry or Warwickshire GP.

### **What we can offer:**

Referral can be for:

- Symptom control
- Psychological support
- Terminal care
- Respite (we have designated beds for dated respite admissions)
- Rehabilitation (please discuss with the allocation team prior to referral)

It is not appropriate to refer patients for inpatient admission in the following circumstances:

- Patients without specialist palliative care needs who require nursing home care or an increased home care package
- Oncological emergencies such as neutropaenic sepsis or spinal cord compression
- Patients requiring multiple investigations who would be better managed in hospital

The length of stay will depend on need. **The Myton Hospices do not provide long term care.**

Emergency admissions may be accepted out of hours according to the patient's needs at the discretion of the senior on call doctor in discussion with the senior nurse in charge of the ward.

### **Who can refer:**

Referrals can be made by the patient's Macmillan Nurse, Clinical Nurse Specialist, GP or Hospital Specialist. Referrals from Community Matrons and District Nurses will be considered provided that the Clinical Nurse Specialist, Macmillan Nurse or GP is aware of the referral.

### **How to refer:**

Referral should be made on the Myton Hospices General Referral Form and faxed to the Central Admissions Allocation team on **01926 838 894**. Please include information about the reason for admission, drugs already tried for the current problem and the reason they were stopped and any other information that will help us to prioritise the referrals. Please include the last 3 specialist clinic letters and any recent scans.

The patient must agree to the referral before the form is sent or if this is not possible admission must be considered to be in their best interests. If a patient refuses a bed, when offered, the referral will be removed from the waiting list. A new referral will be required if they change their mind.

Referrals will be prioritised according to clinical need. It is the duty of the referrer to update the bed allocation team if the patient's condition changes for better or worse.

Emergency referrals should be discussed with the allocation team who can be contacted via 01926 492518 ext 210 or 211

**At the time of admission:**

It is the referrer's responsibility to arrange transport to the unit, if needed, and ensure that the patient's GP and any other agencies involved are aware of the admission.

Please send a printout of the patient's current medication and recent blood tests and investigations either by fax prior to admission or with the patient. We welcome any additional information regarding patients which you feel is important for us to know prior to us meeting them.

Booked admissions need to arrive on the inpatient unit by 11am. The patient must bring all their medication with them if they come from home. Hospital transfers need only bring medication not stocked at the Hospice. However, they must bring an up to date drug chart and hospital notes.

Emergency admissions must be sent with all their medication and a letter containing relevant clinical details and a list of medication.

**Contact numbers:**

**For all queries regarding allocation of beds phone:**

**Warwick Myton Hospice:**

**Telephone: 01926 492518 ext 210 or 211**

Please ask to speak to the allocation team between 9am and 5pm Monday to Friday or the Nurse in charge outside these hours.

**Central Allocation Fax: 01926 838 894**

**Regarding an admission which has been allocated for:**

**Coventry Myton Hospice:**

**Telephone: 02476 841 900** (CMH reception)

Ask to speak with the Inpatient Unit Nurse in charge.

Author: Myton IPU MDT Nov 2009

Review date: Nov 2010